

## **ADDENDUM B**

### **KING COUNTY OFFICE OF EMERGENCY MANAGEMENT DUTY OFFICER PROCEDURES**

#### **GENERAL STAFF REQUIREMENTS**

- All OEM staff are responsible for reporting equipment problems, keeping charged batteries, maintaining and testing their assigned communications equipment (pagers, cell phones and radios) and participating in scheduled tests.
- All OEM Duty Officers are responsible for keeping an updated version of their Duty Officer Reference Manual, and posting new material in their book as it is issued. A master manual will be kept in the EOC.
- The scheduled on-call Duty Officer will make the following notifications if trading duty officer assignments with another employee: King County Sheriff Communications Center Supervisor, OEM Manager, and Emergency Management Division (EMD) office staff.

#### **DUTY OFFICER DURING BUSINESS HOURS**

The on-call Duty Officer will perform the following tasks:

- During the morning of each business day, check the telephone messages recorded on the OEM Office voice mail system (296-3830) and handle / distribute appropriately.
- Conduct a weekly test of 800 MHz radios at 0900 every Wednesday morning. Approximately 15 minutes before the test an alphanumeric page will be sent to all OEM staff members, the Division Manager and E-911 Office to remind them of the test. This test will be documented in the Communications and Warning Equipment Log Book.
- Conduct a practice (Demo) Emergency Alert System (EAS) message weekly, preferably Wednesday, immediately following the 800 MHz radio test. This test will be documented in the Communications and Warning Equipment Log Book.
- Conduct a test of the portable satellite telephone and radio bi-weekly. Contact will be made with the State EOC using by satellite telephone and satellite radio. This test will be documented in the Communications and Warning Equipment Log Book.
- CEMNET tests are conducted weekly by State Emergency Management on Tuesdays at 0900. The Duty Officer will participate in that test, however, if unavailable during the designated time, will initiate a test with the State once a week.
- The Duty Officer will coordinate the OEM response to in-progress incidents warranting emergency management involvement. The Duty Officer may seek assistance from other OEM staff members to assist with response actions including making notifications, activating the county EOC, or responding to the scene as necessary.
- The on-call Duty Officer will document all incidents in the Duty Officer log and save that log on the computer network drive.

## **DUTY OFFICER DURING NON-BUSINESS HOURS**

- Duty Officer hours cover from 1630 hours of one business day until 0800 hours of the next business day. The Duty Officer position will rotate at 0800 hours every other Tuesday as established in the current Duty Officer schedule.
- The Duty Officer will remain within a 1 hour response time of the EOC based upon normal travel conditions.
- The Duty Officer will have access to their Duty Officer Reference Manual, laptop computer, pager, cell phone, and 800 MHz radio, 24 hours a day while on duty.
- Return calls to all pages will be accomplished within 10 minutes of receipt of the page.
- When assigned as Duty Officer, no alcohol or drugs that may impair decision making processes will be consumed.
- Duty Officers represent the local Director of Emergency Management (the County Administrative Officer) and King County government and will follow all personnel policies and procedures when on assignment.
- If responding to a scene, the Duty Officer will wear clothing (cap, shirt and/or jacket) that identifies him/her as a part of the King County Office of Emergency Management. Marked Emergency Management vehicles will be used whenever possible, but if personal vehicles are used, magnetic signs will be displayed when possible.
- If an emergency arises during non-business hours and the Duty Officer is unable to perform his/her duties, the Operations Program Coordinator will be immediately notified. If unable to contact the Operations Program Coordinator, the Manager of OEM will be immediately notified. If unable to contact the Manager, the Assistant Manager will be contacted.